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| <b>Title of Post</b>   | <b>Programme Assistant - Loughlinstown</b>                                       |
| <b>Location</b>        | Loughlinstown Early Years' service, Loughlinstown Drive, Co. Dublin.             |
| <b>Employment Type</b> | Part-time, 14 hours per week & fixed term contract to 14 <sup>th</sup> July 2022 |
| <b>Salary</b>          | €8,773 – 10,831 DOE, this is the pro-rata salary for 14 hrs per week.            |
| <b>Contact Person</b>  | Val Ryan, Tel: 01 2820328  |
| <b>Closing Date</b>    | 5pm on Friday, 3 <sup>rd</sup> December 2021                                     |
| <b>Interview Date</b>  | To be confirmed  |

**Name of the service:** Loughlinstown Early Years' service

**Address/ Location:** Loughlinstown Drive, Loughlinstown, Co. Dublin.

**What does the Loughlinstown Early Years centre do?**

The project seeks to improve child developmental outcomes for children aged from birth to 5 years and to maximise the capacity of their families/carers to meet children's needs by offering an Early Intervention Service with targeted support for individual children and a bundle of integrated family support services for their families. Specific attention is given to those families where child protection or welfare concerns exist, working with the most vulnerable and disadvantaged families specifically focussing on parenting skills and child/parent relationships in order to reduce subsequent difficulties for children.

Our overall aim is:

- To increase children's emotional wellbeing
- To improve children's learning and development

We do this by providing a range of Hardiker level 1 and 2 and 3 interventions in response to the individual assessed needs of children and their families referred to Barnardos. Services include Infant and Toddler and Preschool programmes for children based on the High Scope and Tus Maith curriculum, Individual work with children, Individual home based parenting work (Partnership with Parents), Parent/Child work, Practical Family Support, advice information and advocacy, and group work with parents including a Parents Breakfast.

Loughlinstown is a busy centre with 21 children and their parents/carers attending our Early Years and Preschool services on a daily basis and additional families attending the family support services.

We work to provide a response which involves interagency collaboration to maximise outcomes for families.

**Who do we work with?**

Referrals are accepted from Tusla, the HSE, schools, and other agencies and individuals as appropriate, including other Barnardos services and parents/carers themselves. All referrals will be responded to and following Barnardos assessment, services will be offered in line with presenting needs, criteria and service capacity.

**What will the Programme Assistant do?**

As Programme Assistant you will provide a safe, child centred environment to a child in the Early Years' service.

## Job Description

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| <b>Post:</b>           | Programme Assistant – AIM Funded fixed term contract                |
| <b>Location:</b>       | Early Years' Service, Loughlinstown                                 |
| <b>Responsible to:</b> | Project Leader  |
| <b>Works with:</b>     | Service users and their families, other staff and external agencies |

### **Job purpose**

To provide a safe, child centred environment/experience to children in the context of the service in which you work and appropriate to the role.

### **Core Job Requirements**

- To provide a safe and appropriate environment for children to participate in the service.
- To ensure all children attending the service receive an appropriate level of supervision.
- To support children attending to play and interact positively with other children.
- To be vigilant for signs of physical, sexual and emotional abuse and neglect and any concerns regarding the welfare of children.
- To immediately bring any concerns to the attention of the child's Key Worker and the Designated Person and in keeping with Barnardos Child Protection Policy.
- To record concerns promptly and accurately.
- To gather information statistics and prepare reports as required, including administration of databases as appropriate to the role
- To supervise students and volunteers where necessary and to ensure they are aware of all Barnardos policies and compile placement reports as appropriate.

### **Requirements Specific to this Post**

- This role will support specific children to participate and maximize their developmental potential under the Access and Inclusion Model (AIM) by reducing the adult child ratios in the target group.
- To have a knowledge of the impact of disadvantage on children and their families.
- To support the delivery of the Tus Maith programme, a targeted school readiness programme which promotes social emotional literacy and pre literacy skills incorporating elements of High/Scope and PATHS.
- To support individual children with in the group setting as required.
- To support the delivery of the elements of the programme by assisting with the set-up and tidy up of group activities, circle time, breakfast and dinner etc.

- To work cohesively with the Child and Family Development Workers who lead the groups.
- To contribute to taking anecdotal notes of key learning experiences for children and to feed back to the Child and Family Development Workers observed key learning for children.
- To maintain and extend the prepared learning environment, management of toys and equipment, their display, labelling, cleanliness and rotation.
- To participate in Family/Parents events such as Parents Days, Christmas Celebrations, Progress and Review meeting of service users.

#### **Requirements of all Barnardos staff**

- Commitment to the purpose of Barnardos and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations
- To participate in regular supervision with your line manager
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within Barnardos as a whole
- To report any area of concern to your line manager in a timely manner
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or local Health & Safety Officer.
- To be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Barnardos Designated Person in a timely manner, in keeping with the Barnardos Child Protection policies.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate
- To undertake other duties as may be requested by the line manager from time to time
- To undertake your work in a manner that is friendly, flexible and informal.

**Note:** This Job Description will be reviewed and updated in line with the needs of the work.

## **Programme Assistant**

### **Person Specification**

#### **Personal Attributes**

- Commitment to provide a quality service to children.
- Good communication and interpersonal skills.
- Awareness of confidentiality and the ability to deal with sensitive issues including child protection concerns.
- Ability to work as part of a team.
- Flexibility and adaptability are essential attributes in this role.

#### **Experience**

- Experience of working with children for a minimum of 6 months is essential. Relevant voluntary work may be considered.

#### **Qualification**

Recognised qualification (min FETAC Level 5 on the NFQ) that is approved under the Early Years' (Preschool) Regulations.

- The post holder is initially assigned to work in the Loughlinstown Early Years' service, but may be required in the future to work in other locations in the Dublin area in line with organisational needs.